

SECRET

STANDARD FORM OF COVERING LETTER FOR
ATTESTATION FORM.

To

The Authority specified in Deptt. of Pers. & A.R.
O.M.No.3/20(E)/72-Est(B), dated 5-3-1974.

Subject:- Verification of character and antecedents of
candidates for the post of _____

Sir,

I am directed to say that Shri _____
whose particulars are entered in the enclosed attestation
Form is a candidate for the post of _____. To enable
this Ministry/Department/Office to determine the suitability
of the candidate for Government service, I am to request you
kindly to certify on the basis of the information available
in your records, whether he has come to adverse notice or not
and whether there are any facts about him on record which
would render him unsuitable for employment under Government.
In this connection, it may be stated that the criteria to be
observed for determining suitability of candidates as prescri-
bed by the Government of India are that no person should
be considered unfit for appointment solely because of his
political opinions but care has to be taken not to employ
persons who are likely to be disloyal and to abuse the
confidence placed in them by virtue of their appointment.
Persons who are actively engaged in subversive activities
including members of any organisation, the avowed object of
which is to change the existing order of society by violent
means, should be considered unfit for appointment under Gover-
nment. An individual may be considered unsuitable for public
employment only on the ground of his actual participation in
or association with any objectionable activity or programme.
Specifically, the following shall be considered undesirable for
employment in civil posts in the public services:-

a) those who are, or have been members of, or
associated with, any body or association declared unlawful
after it was so declared or

b) those who have participated in, or associated

State, or

iii) aimed at the organised breach or defiance of the law involving violence,

iv) which promotes on grounds of religion, race, language, caste or community, feelings of enmity or hatred between different sections of the people.

Participation in such activities at any time after attaining the age of 21 years and within three years of date of enquiry should be considered as evidence that the person is still actively engaged in such activities unless in the interval there is positive evidence of a change of attitude.

2:- It is requested that it may be specifically indicated whether or not the candidate is suitable for Government service in the light of the criteria mentioned above and if he is considered unsuitable, a brief statement of the grounds for the opinion expressed may be added. The result of the scrutiny may be communicated immediately to this Ministry/Department/Office and within a period of six weeks.

3:- Applicable to cases covered by paragraph 2 of M.H.A.C.M.No.3/15/S/65 Ests.(B) dated 8-3-1968 only. Steps may kindly be taken to establish the candidate's identity and after this is done a certificate may please be recorded to this effect along with your report on the suitability of the candidate.

4:- Similar enquiries are being made of the District Magistrate(s)/District Commissioner(s)/Collector,

Yours faithfully,

Name _____

Designation _____

File Address: _____

5. In case the Head of Deptt. concerned does not receive the verification report from the District Magistrate within a period of one month, he should send him a reminder endorsing a copy thereof to the Commissioner, Ambala Division. Furthermore, in order to avoid the loss of attestation forms in transit, these forms should be sent under registered cover.

6. The Commissioner, Ambala Division and the D.I.G. of Police, Ambala range, are also requested to check up such cases at the time of inspection of the offices of the Distt. Magistrates and the Superintendents of Police respectively, and to ensure that these are disposed of expeditiously and without delay.

7. Attention may also be invited to the instructions contained in paragraph 2 of Govt. of India, Ministry of Home Affairs' letter no. F.S.3/6/60-B, dated the 17.5.1960, circulated vide composite Punjab Govt. circular memorandum No.12861-12939/VDSB/My dated the 9.6.1960, which instructions require that the verification should not be made by SP/DIG(CID) direct and the Distt. Magistrate should be the authority to consolidate the reports, and make independent enquiries and add his comments, if necessary. This is provided for in the present procedure according to which the Superintendent of Police and the DIG(CID) are required to forward their reports through the Distt. Magistrate.

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